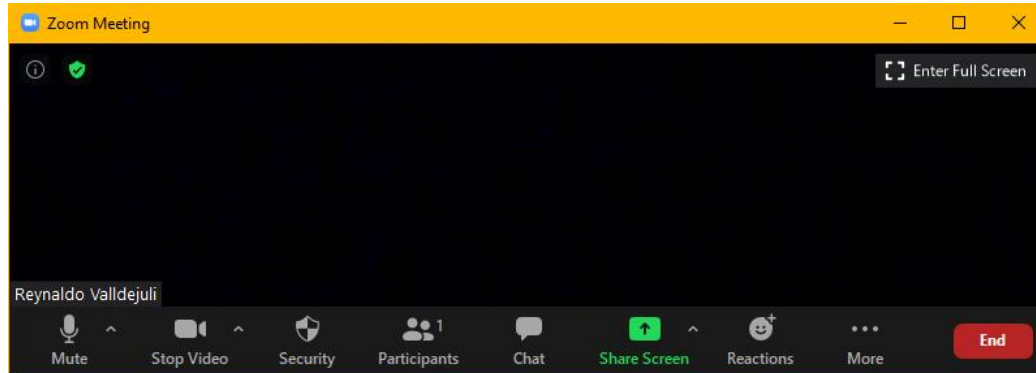


# Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
- To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
- To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



# Louisiana Believes

---

## **Special Education Reporting System IDEA Child Count Office Hour September 24, 2020**

Visit the [System Support page](#) for a copy of this webinar.



# Benchmark Calendar

- Provides information to guide LEAs in submitting data for all data collection periods for each LDOE Application System. Includes, Audits, Collection Open Dates, Collection Deadline Dates, Action Items.
- Posted on the [System Support page](#). Latest Revision: **09-16-20**

## 2020-21 Benchmark Calendar

### Worksheet Descriptions:

**Benchmarks:** Action Items by collection/category for all systems

**Key Dates:** Major Collection Dates and Key Terms

**Systems tabs** (AFR, CIS, CUR, ECCS, eScholar, PEP, SER, SIS, TSDL, etc.)

**Webinars & Trainings:** Data Coordinator Webinar dates/link and Statewide collaboration dates

To review specific information, **filter** the **Action Item** column by **COLOR**

Audits

Collection  
Open  
Dates

Collection  
Deadline  
Dates

Intermediate  
Benchmark  
Dates

Final Data  
Pulls and  
Report  
Runs

[Return to Benchmarks  
tab](#)

User Guide

User Guides are posted on the Louisiana Believes website (under Data Systems).

**2020-21 Student Information System (SIS)** -- Provides a method of collecting student demographic, attendance, discipline, class schedule and free and reduced lunch data. For assistance, email [Tara.Baylot@la.gov](mailto:Tara.Baylot@la.gov) or [SystemSupport@la.gov](mailto:SystemSupport@la.gov)

Month	Date	System	Collection/Category	Action Item
-------	------	--------	---------------------	-------------

In each tab, you can review specific information, by filtering the columns by COLOR, date, system, and collection:

- Benchmark tab - Lists year-long summary of action items for ALL systems
- Key Dates - Lists major collection dates
- System tab - Lists action items by system



# October 1 IDEA Collection Special Education Reporting System (SER)

Collection Name	Application System – What Data Is Collected	Schedule
<b>Oct 1 IDEA Collection</b> <ul style="list-style-type: none"><li>Special Education Reporting (SER)</li></ul>	<ul style="list-style-type: none"><li><b>IDEA Oct 1:</b> The count for the Individuals with Disabilities Education Act (IDEA) collection is as of October 1. The collection of this data is used for funding and federal reporting.</li></ul>	<ul style="list-style-type: none"><li><b>IDEA Count Deadline:</b> <b>October 30</b></li><li><b>Preliminary Run Date:</b> <b>September 18</b></li></ul>



# October 1 IDEA Collection Special Education Reporting System (SER)

**IDEA SER Data Criteria:** Students with disabilities must have the following in SER to be included in the IDEA Child Count

- a current Evaluation,
- a current IEP,
- and receiving services as of October 1 to be included in the IDEA Child Count.

## **IDEA Preliminary Reports: Reports to run and verify**

- IDEA - IDEA Counted, Not Counted, NEW FAPE Counted, Not Counted, and summary, FED Eval Listing Pub/Private and summary, SER/SIS, SER/SIS (Child Count Compare), SIS/SER Cross Checks
- Personnel Table - Personnel Table 2 Detail, Personnel Table 2 Summary, and IDEA Services Listings





# October 1 MFP/IDEA Fall Collection SIS SER Combined Validation Reports

SIS/SER combined Validation Reports and Rosters for the Oct 1 MFP and IDEA collections will be dropped to the [DM FTP](#) during the week 10/5, 10/12, 10/19, 10/26, and 11/9 (Final).

\*Check with your Security Coordinator or DM FTP contact to retrieve this document from your LEA [DM FTP](#)

SER Validation Report Elements	SER Validation Roster Elements
<p><b>Funding - SER IDEA</b></p> <p><b>IDEA Enrollment:</b></p> <ul style="list-style-type: none"><li>• SER Oct 1 IDEA Counted</li><li>• 2019-2020 Oct 1 IDEA Counted</li><li>• SER Oct 1 IDEA Not Counted</li></ul> <p><b>SER without SIS:</b></p> <ul style="list-style-type: none"><li>• SER/SIS Cross Check (Child Count Compare) Report</li><li>• SIS/SER Cross Check Report</li><li>• SER/SIS Cross Check Report</li></ul>	<ul style="list-style-type: none"><li>• Roster of students reported in SER but not in SIS</li></ul>

# SER IDEA Child Count Statement of Affirmation

- The *SER IDEA Child Count Statement of Affirmation* will be included with the FINAL SIS/SER Oct 1 Validation Report to be dropped the [DM FTP](#) (Data Validation folder). *November 9, 2020.*
- Submit the completed form with signatures using the [SER Oct 1 IDEA Statement of Affirmation](#) form link by **November 20, 2020.**



## IDEA Child Count Statement of Affirmation

Special Education Reporting System (SER)

Fiscal Year 2019-2020

IDEA Count Date: 10/01/19

I hereby certify that the Special Education Reporting (SER) data submitted by this school district for the IDEA final submission are true and accurate.

Sponsor Code: «SponsorCd» Sponsor Name: «SponsorName»

Date: \_\_\_\_\_

Special Education Supervisor/Director: \_\_\_\_\_  
(SpEd Supervisor/Director name - print or type)

Signature: \_\_\_\_\_  
(SpEd Supervisor/Director signature)

Superintendent: \_\_\_\_\_  
(District Superintendent name - print or type)

Signature: \_\_\_\_\_  
(District Superintendent signature)

COMMENTS:

Please submit the completed form with signatures by December 6, 2019 using the [SER Oct 1 IDEA Statement of Affirmation Return](#) form link

# IDEA Counted / Not Counted Reports



# Child Count Reports

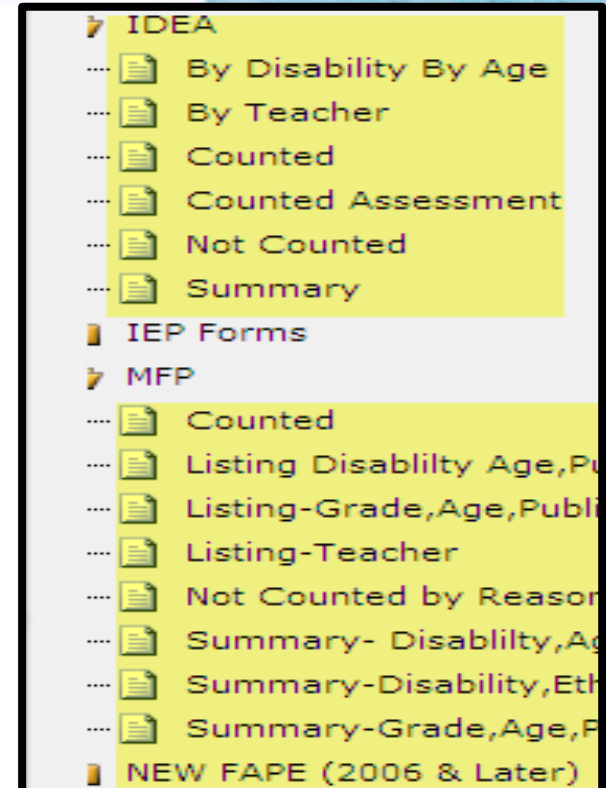
There are two child count collection periods throughout the school year.

- Individuals with Disabilities Education Act (IDEA) – October 1
- Minimum Foundation Program (MFP) – February 1

MFP and IDEA Reports can be found under the Reports tab.

# Child Count Reports

- Counted report is an alpha listing of all the students included in your child count.
- Not Counted report is a list of students not included in child count by reason.
- Listing by teacher is used to ensure that students are assigned to the correct teachers (LEADS, HQ).
- Summary report provides a child count total by race, exceptionality, gender, etc.



# Child Count Reports: Counted Report

- Displays a student's record as of the count date (October 1 or February 1)
- To be included in the child count, a student must have in SER:
  - **A current evaluation**
  - **A current IEP**
  - **Open services on or before the count date**
- Should be reviewed to verify the list is accurate
  - Students who should be counted are on the list.
  - Students who should not be counted are not on the list.
  - Student counts are subject to audits.

# Child Count Reports: Not Counted Report

- Displays a student's record as of the count date (October 1 or February 1)
- Groups students by reason
- Reason prompts necessary action to resolve the error
- Students move to the Counted Report once all errors corrected

# Counted/Not Counted Reports

The report looks at each student as though today's date is 10/1 (the IDEA count date).

Alphabetical Listing of Students Not Counted by Reason

Count Date: 10/01/2010

School System: [REDACTED]

Reason: Invalid IEP/placement and/or services plan

Last Name	First Name	Middle Name	State ID Number	Local ID Number	School Code	Date of Birth	Age as of 10/01/2010	IEP/IFSP/Service Plan Date	Exceptionality
LAST-2040343	FIRST	MIDDLE	992-04-0343	000000000		11/06/1996	13	09/30/2009	Emotional Disturbance
LAST-2040961	FIRST	MIDDLE	992-04-0961	000000000		02/08/2000	10	09/29/2009	Specific Learning Disabilities
LAST-2040749	FIRST	MIDDLE	992-04-0749	000000000		11/14/1999	10	09/22/2009	Specific Learning Disabilities
LAST-2040798	FIRST	MIDDLE	992-04-0798	000000000		12/03/2004	05		Developmental Delay
LAST-2041287	FIRST	MIDDLE	992-04-1287	000000000		12/29/2005	04		Speech or Language Impairments
LAST-2041948	FIRST	MIDDLE	992-04-1948	000000000		02/11/2004	06	09/30/2009	Speech or Language Impairments
LAST-2043706	FIRST	MIDDLE	992-04-3706	000000000		09/24/1992	18		Other Health Impairments
LAST-2044139	FIRST	MIDDLE	992-04-4139	000000000		01/04/2005	05		Speech or Language Impairments
LAST-2047170	FIRST	MIDDLE	992-04-7170	000000000		12/25/2003	06		Mental Disabilities
LAST-2048401	FIRST	MIDDLE	992-04-8401	000000000		09/26/2005	05		Developmental Delay
LAST-2048702	FIRST	MIDDLE	992-04-8702	000000000					Emotional Disturbance
LAST-2048935	FIRST	MIDDLE	992-04-8935	000000000					Developmental Delay
LAST-2049931	FIRST	MIDDLE	992-04-9931	000000000					Developmental Delay
LAST-2049791	FIRST	MIDDLE	992-04-9791	000000000					Specific Learning Disabilities
LAST-2049970	FIRST	MIDDLE	992-04-9970	000000000		07/24/2000	10		Specific Learning Disabilities
LAST-2050082	FIRST	MIDDLE	992-05-0082	000000000		04/24/2006	04		Developmental Delay
LAST-2050536	FIRST	MIDDLE	992-05-0536	000000000		05/15/2002	08		Specific Learning Disabilities
LAST-2050540	FIRST	MIDDLE	992-05-0540	000000000		12/19/2000	09		Specific Learning Disabilities
LAST-2050819	FIRST	MIDDLE	992-05-0819	000000000		04/23/2006	04		Developmental Delay
LAST-2050820	FIRST	MIDDLE	992-05-0820	000000000		09/21/2006	04		Developmental Delay
LAST-2051260	FIRST	MIDDLE	992-05-1260	000000000		02/01/2001	09		Specific Learning Disabilities

BECAUSE....

If today were 10/1, they would not have a current IEP/SP.

Run Date: 9/6/2010 8:44:55 AM

Count Run Date: 10/01/2010

Page 13 of 18



# Counted/Not Counted Reports

School System: [REDACTED]

**Reason: No active services found as of count**

Last Name	First Name	Middle Name	State ID Number	Local ID Number	School Code	Date of Birth	Age as of 10/01/2010	Current DRDS Date	Exceptionality
LAST-1997359	FIRST	MIDDLE	991-99-7359	000000000	[REDACTED]	04/12/2002	08	03/16/2010	Specific Learning Disabilities
LAST-2000488	FIRST	MIDDLE	992-00-0488	000000000	[REDACTED]	11/08/2004	05	02/21/2008	Speech or Language Impairments
LAST-2001179	FIRST	MIDDLE	[REDACTED]	[REDACTED]	[REDACTED]	11/21/1993	16	01/23/2009	Mental Disabilities
LAST-2004948	FIRST	MIDDLE	[REDACTED]	[REDACTED]	[REDACTED]	03/20/2003	07	05/31/2010	Speech or Language Impairments
LAST-2018410	FIRST	MIDDLE	[REDACTED]	[REDACTED]	[REDACTED]	05/15/1995	15	03/17/2009	Specific Learning Disabilities
LAST-2026028	FIRST	MIDDLE	[REDACTED]	[REDACTED]	[REDACTED]	09/07/2004	06	04/01/2009	Developmental Delay
LAST-2032729	FIRST	MIDDLE	992-03-2729	000000000	[REDACTED]	04/13/1991	19	05/28/2009	Mental Disabilities
LAST-2038687	FIRST	MIDDLE	992-03-8687	000000000	[REDACTED]	12/12/2005	04	11/19/2009	Developmental Delay

Look up students to see why no services are open.

Total Students Not Counted: 339

**Reason: Primary Exceptionality is Developmental Delay and student's age is greater than or equal to 9.**

Last Name	First Name	Middle Name	State ID Number	Local ID Number	School Code	Date of Birth	Age as of 10/01/2010	IEP/IFSP/ *Service
LAST-1850857	FIRST	MIDDLE	991-85-0857	000000000	[REDACTED]	02/02/1999	12	03/18/2010

contact your pupil appraisal staff to do a reevaluation on this student

# Not Counted Reports

The report looks at each student as though today's date is 10/1 (the IDEA count date).

**IDEA Child Count**  
Alphabetical Listing of Students Not Counted by Reason  
Louisiana Department of Education

Count Date: 10/01/2010

School System: [REDACTED]

Reason: Invalid IEP/placement and/or services plan

Last Name	First Name	Middle Name	State ID Number	Local ID Number	School Code	Date of Birth	Age as of 10/01/2010	IEP/IFSP/Service Plan Date	Exceptionality
LAST-2040343	FIRST	MIDDLE	992-04-0343	000000000		11/06/1996	13	09/30/2009	Emotional Disturbance
LAST-2040661	FIRST	MIDDLE	992-04-0661	000000000		02/02/2000	10	09/29/2009	Specific Learning Disabilities
LAST-2040749	FIRST	MIDDLE	992-04-0749	000000000		11/14/1999	10	09/22/2009	Specific Learning Disabilities
LAST-2040798	FIRST	MIDDLE	992-04-0798	000000000		12/03/2004	05		Developmental Delay
LAST-2041287	FIRST	MIDDLE	992-04-1287	000000000		12/29/2005	04		Speech or Language Impairments
LAST-2041948	FIRST	MIDDLE	992-04-1948	000000000		02/11/2004	06	09/30/2009	Speech or Language Impairments
LAST-2043708	FIRST	MIDDLE	992-04-3708	000000000		09/24/1992	18		Other Health Impairments
LAST-2044139	FIRST	MIDDLE	992-04-4139	000000000		01/04/2006	05		Speech or Language Impairments
LAST-2047170	FIRST	MIDDLE	992-04-7170	000000000		12/25/2003	06		Mental Disabilities
LAST-2048401	FIRST	MIDDLE	992-04-8401	000000000		09/26/2006	05		Developmental Delay
LAST-2048702	FIRST	MIDDLE	992-04-8702	000000000					Emotional Disturbance
LAST-2048935	FIRST	MIDDLE	992-04-8935	000000000					Developmental Delay
LAST-2049831	FIRST	MIDDLE	992-04-9831	000000000					Developmental Delay
LAST-2049791	FIRST	MIDDLE	992-04-9791	000000000					Specific Learning Disabilities
LAST-2049970	FIRST	MIDDLE	992-04-9970	000000000		07/24/2000	10		Specific Learning Disabilities
LAST-2050082	FIRST	MIDDLE	992-05-0082	000000000		04/24/2006	04		Developmental Delay
LAST-2050536	FIRST	MIDDLE	992-05-0536	000000000		05/15/2002	08		Specific Learning Disabilities
LAST-2050540	FIRST	MIDDLE	992-05-0540	000000000		12/19/2000	09		Specific Learning Disabilities
LAST-2050819	FIRST	MIDDLE	992-05-0819	000000000		04/23/2006	04		Developmental Delay
LAST-2050820	FIRST	MIDDLE	992-05-0820	000000000		09/21/2006	04		Developmental Delay
LAST-2051260	FIRST	MIDDLE	992-05-1260	000000000		02/01/2001	09		Specific Learning Disabilities

BECAUSE....

If today were 10/1, they would not have a current IEP/SP.

Run Date: 9/6/2010 8:44:55 AM  
Count Run Date: 10/01/2010  
Page 13 of 18

# Not Counted Reports

School System: [REDACTED]									
Reason: No active services found as of count									
Last Name	First Name	Middle Name	State ID Number	Local ID Number	School Code	Date of Birth	Age as of 10/01/2010	Current DRDS Date	Exceptionality
LAST-1997359	FIRST	MIDDLE	991-99-7359	000000000	[REDACTED]	04/12/2002	08	03/16/2010	Specific Learning Disabilities
LAST-2000488	FIRST	MIDDLE	992-00-0488	000000000	[REDACTED]	11/08/2004	05	02/21/2008	Speech or Language Impairments
LAST-2001179	FIRST	MIDDLE	[REDACTED]	[REDACTED]	[REDACTED]	11/21/1993	16	01/23/2009	Mental Disabilities
LAST-2004848	FIRST	MIDDLE	[REDACTED]	[REDACTED]	[REDACTED]	03/20/2003	07	05/31/2010	Speech or Language Impairments
LAST-2018410	FIRST	MIDDLE	[REDACTED]	[REDACTED]	[REDACTED]	05/15/1995	15	03/17/2009	Specific Learning Disabilities
LAST-2026028	FIRST	MIDDLE	[REDACTED]	[REDACTED]	[REDACTED]	09/07/2004	06	04/01/2009	Developmental Delay
LAST-2032729	FIRST	MIDDLE	992-03-2729	000000000	[REDACTED]	04/13/1991	19	05/28/2009	Mental Disabilities
LAST-2038887	FIRST	MIDDLE	992-03-8887	000000000	[REDACTED]	12/12/2005	04	11/19/2009	Developmental Delay
Total Students Not Counted: 339									

Look up students to see why no services are open.

Reason: Primary Exceptionality is Developmental Delay and student's age is greater than or equal to 9.									
Last Name	First Name	Middle Name	State ID Number	Local ID Number	School Code	Date of Birth	Age as of 10/01/2010	IEP/IFSP/ *Service	
LAST-1850857	FIRST	MIDDLE	991-85-0857	000000000	[REDACTED]	02/02/1999	12	03/18/2010	
contact your pupil appraisal staff to do a reevaluation on this student									



# Special Education Reporting System (SER)

## Q & A Office Hours

### SER Question and Answer Office Hours

- **Date and Time:** October 15, 2020 at 10 a.m. (CST)
- **Advance Registration:** [Registration Link](#)
- **Webinar Name:** SER October 1 IDEA Child Count Q & A

After registering, you will receive a confirmation email containing information about joining the meeting. If there are agenda items and/or topics you would like to include for a future webinar, please email your suggestions to [Bernetta.Sims@la.gov](mailto:Bernetta.Sims@la.gov)



# LDOE Weekly Newsletters

- The **Data** section provides information and reminders about data reporting.
- To subscribe, email [ldoecommunications@la.gov](mailto:ldoecommunications@la.gov)
- Previous issues of the newsletters can be found in the Department's [newsroom](#).







# Who to contact for support

**Email the system data managers listed below if you need assistance with the collections.**

- Data Systems Manager: [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov)
- Annual Financial Reporting (AFR): [Yaxin.Lu@la.gov](mailto:Yaxin.Lu@la.gov)
- Special Education Reporting (SER) & Teacher Student Data Link (TSDL): [Bernetta.Sims@la.gov](mailto:Bernetta.Sims@la.gov)
- Student Information System (SIS) and School Calendar (SPC) and Sponsor Site System (SPS) :  
[Tara.Baylot@la.gov](mailto:Tara.Baylot@la.gov)
- Student Transcript System (STS), Curriculum (CUR): [Barrett.Adams@la.gov](mailto:Barrett.Adams@la.gov)
- Profile of Educational Personnel (PEP): [Michael.Zanovec@la.gov](mailto:Michael.Zanovec@la.gov) [Jara.Bode@la.gov](mailto:Jara.Bode@la.gov)
- Early Childhood CLASS: [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov)
- eScholar Unique ID, DirectMatch, StaffID; and CVR: [Jayanthi.Sothirajah@la.gov](mailto:Jayanthi.Sothirajah@la.gov)
- 2020-21 System Enhancements: [Kaylie.Loupe@la.gov](mailto:Kaylie.Loupe@la.gov)
- School Finder and Principal and Superintendent Secure Portal assistance: [SystemSupport@la.gov](mailto:SystemSupport@la.gov)



# Louisiana Secure ID System (eScholar)

## Who to contact for support

Who to Contact for Support	For assistance with:
<a href="mailto:Anantha.Lakkakula@la.gov">Anantha.Lakkakula@la.gov</a>	<ul style="list-style-type: none"><li>● Split a Shared LASID or Retire a Duplicate LASID</li><li>● LASID Audits</li></ul>
<a href="mailto:SystemSupport@la.gov">SystemSupport@la.gov</a>	<ul style="list-style-type: none"><li>● Uniq-ID, DirectMatch or StaffID general questions</li><li>● eScholar User Access and Role Based Questions</li></ul>
<a href="mailto:LouisianaSecureID@escholar.com">LouisianaSecureID@escholar.com</a>	<ul style="list-style-type: none"><li>● eScholar FTP/Credentials folders/HiSet folders</li><li>● Software bugs (system outage, security issues etc.)</li><li>● Administrative functions such as system settings and configurations</li><li>● File Format/Upload Questions</li><li>● Requests for utilizing web services</li></ul>
Your LEA Security Coordinator	<ul style="list-style-type: none"><li>● System access for new users</li><li>● Assistance with your eScholar login/password</li></ul>
<a href="mailto:Wen.Fan@la.gov">Wen.Fan@la.gov</a> or <a href="mailto:LDEData@la.gov">LDEData@la.gov</a>	<ul style="list-style-type: none"><li>● Security Coordinators needing credentials or assistance provisioning their LEA staff with system access</li></ul>